

RISK MANAGEMENT WORKSHEET INSTRUCTIONS

The Risk Management Worksheet is generated for each project individually, based on the results of the Risk Assessment questionnaire. Identified risks from the assessment are listed on the worksheet by categories with a reference number tying it to the specific question on the questionnaire. Additionally, there are a few risk items listed that are not tied to specific questions from the assessment but should be managed on a regular basis.

The categories are: Strategic, Financial, Project Management, Technology, Change Management/Operational, Quality Assurance, and Security.

The Risk Assessment questionnaire is to be completed on either a monthly or quarterly schedule (depending on the overall risk level of the project) and submitted to the ITPOC for analysis. The Risk Management worksheet will then be generated and returned to the project manager, who must then update it and submit it back to the ITPOC.

The project name, agency, project manager, and date the worksheet was prepared should be included on the top of the worksheet. For all risks listed on the worksheet, the following must be provided:

PROBABILITY: The probability of an identified risk occurring. One of three answers should be entered: Very Likely, Somewhat Likely, or Not Likely.

PREVENTIVE MEASURES: A brief but clear description of what preventive measures will be taken to mitigate the risk. If a preventive measure was provided in a previous report and it is still applicable for the current report, then it is acceptable to enter a reference to that report (Example: same as noted on the 11/01/02 report).

Any new risks that the project manager is aware of that were not previously identified or generated from the Risk Assessment questionnaire should be added to the worksheet.